

Online-BID DOCUMENT FOR
Hiring of Vehicles(Monthly, Daily and Outstation basis) for
UIDAI, Regional Office, Guwahati.

File No. UIDAI/RO-Ghy/Vehicles/36/2010/Vol.3/643

Date:27.06.2017

UNIQUE IDENTIFICATION AUTHORITY OF INDIA
(UIDAI),
Ministry of Electronics & Information Technology (MeitY)
GOVERNMENT OF INDIA,

REGIONAL OFFICE, GUWAHATI
BLOCK-V,1ST FLOOR, HOUSEFED COMPLEX
DISPUR, GUWAHATI -781006

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Deputy Director (Admin)
UIDAI, RO Guwahati

Section-I-Invitation to Bid

This invitation to online bid is for “**Hiring of Vehicles (Monthly, Daily and Outstation basis) for UIDAI, Regional Office Guwahati**”.

1. Bidders are advised to study the Bid document carefully. Online Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Bid offers prepared in accordance with the procedures enumerated in **Clause 1 of Section II** should be submitted online only on Central Public Procurement Portal (CPPP) website:<https://eprocure.gov.in/eprocure/app> not later than the date and time laid down at the address given in the **Schedule for Invitation to Bid under Clause 9**. Tenderer/Contractor are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’. Bid documents may be scanned with **100 dpi with black and white option** which helps in reducing size of the scanned document.

Manual bids shall not be accepted.

2. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Tenderer who has downloaded the tender from the UIDAI website www.uidai.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UIDAI.
4. Intending bidders are advised to visit again UIDAI website www.uidai.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

5. The Hard Copy of original instruments in respect of cost of tender document, earnest money, original copy of affidavits, and credit facility certificate must be delivered to the address as mentioned in the Clause 9 of the Section I on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft submitted for tender fee shall be non-refundable.
6. Bids will be opened as per date/time as mentioned in the Clause 9. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
7. All Bids must be accompanied by scanned copy of an **EMD (Earnest Money Deposit) / Bid Security of amount of Rs.50,000/-** (Rupees Fifty Thousand), in the form of demand draft / Pay Order drawn in favour of “ **UNIQUE IDENTIFICATION AUTHORITY OF INDIA, New Delhi**”
8. The Bid Document is not transferable.
9. **Schedule for Invitation to Bid**
 - a) Name of the Tenderer:
**Deputy Director General
Unique Identification Authority of India,
Regional Office,Guwahati
Block-V, 1st Floor, Housefed Complex
Dispur, Guwahati-781006**
 - b) Addressee and Address:
**Deputy Director General
Unique Identification Authority of India,
Regional Office,Guwahati
Block-V, 1st Floor, Housefed Complex
Dispur, Guwahati-781006**
 - c) Name of the Contact Person for any clarification :
**Deputy Director (Admn)
Unique Identification Authority of India,
Regional Office,Guwahati
Block-V, 1st Floor, Housefed Complex
Dispur, Guwahati-781006; e-mail: nirmal.pegu@uidai.net.in
: jayanta.sarmah@uidai.net.in**

d) Important Dates :

The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Sl. No.	Date of Publishing	Date
1	Bid Document Download/Sale-Start	28.06.2017 from 10.00 hrs
2	Bid Submission Start Date	28.06.2017 from 10.00.hrs
3	Bid Clarification last date	21.07.2017 up to 17.00 hrs
4	Bid Submission End Date	27.07.2017 up to 15.00 hrs
5	Bid Opening Date	28.07.2017 at 15.30 hrs
6	Financial Bid opening date	Will be intimated later

- 10.** The Bidder is required to pay **Rs. 100/-** (Rupees one Hundred Only) towards Bid Document Fee, at the time of submission of Bids, in the form of a Bank Demand Draft/Pay order **failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected.** The amount in the form of demand draft / Pay Order drawn in favour of **“UNIQUE IDENTIFICATION AUTHORITY OF INDIA, New Delhi”**.

Note : The Purchaser shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.

11. Procedure for Submission of Online Bids on CPP Portal

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. No hard copy of bids will be accepted / entertained. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

11.1 Registration:

11.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

- 11.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 11.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 11.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 11.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 11.1.6 Bidder then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

11.2 Searching for tender documents

- 11.2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 11.2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 11.2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

11.3 Preparation of bids

- 11.3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 11.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be

submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 11.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 11.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

11.4 Submission of bids

- 11.4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 11.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 11.4.3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

- 11.4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original Demand Draft / Pay order should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/Pay Order, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.
- 11.4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 11.4.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 11.4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 11.4.8 The uploaded tender documents become readable only after the

tender opening by the authorized bid openers.

- 11.4.9 Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11.4.10 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

11.5 Assistance to bidders

- 11.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 11.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

Section –II- Instruction to Bidders

1 Online Bids Submission Process

The tender shall be submitted Online (complete in all respect) must be uploaded on <https://eprocure.gov.in/eprocure/app> in **one packet i.e. Single Bid (technical bid and price bid)**, and bidder must follow the procedure as detailed in the Clause 11 of Section I.

The bid shall be submitted online in Packet-1 having 2 parts, viz.,

- Part I –Tender Fee + EMD + Documents as per check list (ANENEXURE-A)
- Part II - Schedule of price bid in the form of BOQ_XXXX.xls

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. All the files mentioned below should be in **.PDF format except for the BoQ which should be .xls format**.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

2 Bid Prices

2.1 The Financial Proposal/Commercial bid format as mentioned in **Annexure B** is also provided as BOQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with UIDAI.

2.2 In the absence of the above information, as requested in Clause 2.1, a bid may be considered incomplete and summarily rejected.

2.3 The Bidder shall prepare the bid based on details provided in the Bid documents. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Bid document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Bid document.

3 The interested Firm/Agency may participate for **C & B Segment** in a single tender. The Firm/Agency should submit the online tender complete in all respects along with details of the Earnest Money Deposit (EMD) of Rs. **50,000/-** (refundable without interest) along with Tender fee of **Rs. 100/-**. The original DD/ Pay order as listed in the check list

must be submitted in the Regional Office, Guwahati, Block-V, 1st Floor, Housefed Complex, Dispur, Guwahati-781006 , on or before due date.

4. Earnest Money Deposit (EMD)

The bidders have to submit separate Earnest Money Deposit EMD of Rs. 50,000/- (Fifty thousand) refundable without interest along with tender fee of Rs 100/- in the form of Demand Draft/Pay order payable to “**UNIQUE IDENTIFICATION AUTHORITY OF INDIA, New Delhi**”. Bids not accompanying with the prescribed EMD & tender fee will be rejected and no correspondence will be entertained on this subject.

5. Bid validity

The bid shall be valid for a period of 120 days from the date of opening of the tenders. In exceptional circumstances, the UIDAI may ask the Bidder to extend the validity of the Bid. The validity of bid security shall also be suitably extended. However, a Bidder will not be permitted to modify its bid.

6. Performance Bank Guarantee

The Firms/Agencies (Successful Bidders) will be required to furnish Performance Bank Guarantee (PBG) by way of Bank Guarantee through a Scheduled Bank for a sum equal to **6 % of the Contractual value within 30days** of signing of the contract **valid for a period of 60 (Sixty) days beyond contractual period**. In case the contract is extended beyond the initial period of one year, the PBG will have to be accordingly renewed by the successful bidder.

7. Conditional bids shall not be considered and will be out rightly rejected in very first instance.

8. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as: -

- a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
- b) Partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or principal officer duly authorized by the Board or Directors of the Company, in case of Registered Company under the law of land.

N.B.

In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be attached along with the tender.

In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Regional Office, Guwahati of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

9. At any time prior to the last date for receipt of bids, UIDAI, R.O, Guwahati may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as per the decisions taken in the pre-bid meeting, modify the Tender Document by an amendment. The amendment will be notified on our official website and Central Public Procurement Portal, will be binding on the prospective bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UIDAI, RO Guwahati may, at its discretion, extend the last date for the receipt of Bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval shall result in forfeiture of Bidder's EMD.
10. The Bidder shall bear all costs associated with the preparation and submission of its bid. UIDAI, RO, Guwahati will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
11. The Financial Bid of only those bidders will be opened who will qualify technically. The scheduled time and venue etc. will be communicated only to those technically qualified bidders.
12. The UIDAI, RO Guwahati reserves the right to cancel/accept all bids in full/part without assigning any reason.
13. The successful bidders will be informed of the acceptance of their tender by registered post/e-mail.

14. The bidding firms/agencies have to submit a self-certified certificate (As per format –B) that his/her firm has not been blacklisted by any Central Government Department/PSU/Bank etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/cancelled.
15. No bidding Firm/Agency will be allowed to withdraw its bid after technical bids have been opened. If any Firm/Agency intends to withdraw after opening of technical bids its EMD will be forfeited.
16. If after award of the contract, the successful bidder fails to provide required number of vehicles / taxis, the contract is liable to be cancelled along with forfeiture of performance security (PBG)/EMD and other consequential action such as blacklisting as deemed appropriate.
17. The Bidder is required to pay Rs. 100/- (Rupees one Hundred Only(Nonrefundable) towards Bid Document Fee, in the form of a Bank Demand Draft/ Pay order failing which the Bids submitted by the Bidder shall not be entertained and shall be summarily rejected. The amount in the form of demand draft / Pay Order drawn in favour of **“UNIQUE IDENTIFICATION AUTHORITY OF INDIA, New Delhi”**.

Section-III- TECHNICAL ELIGIBILITY CRITERIA

The tendering Firm/Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section IV.

1. The Office of the Firm/Agency should be located **in the city of Guwahati**. A copy of the Registration certificate of offices in Guwahati must be provided along with the tender.
2. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The copy of the certificate of registration of firm should also be attached along with the tender.
3. The bidder should have minimum three years experience of satisfactory performance in supplying taxies to any Govt. Deptt. / PSU/ banks or reputed Pvt. Ltd. Co. / firm in any of the last three years (2014-15, 2015-16 and 2016-17). A copy of the satisfactory certificate from the Authorized person should be attached.
4. The Firm/Agency should have had a minimum annual turnover of Rs 10 lac in supplying taxies to any Govt. Deptt. / PSU/ banks or reputed Pvt. Ltd. Co. / firm, in any of the two financial years during the last three financial years i.e. 2014-15, 2015-16& 2016-17. A copy of turn over statement duly certified by a Chartered Accountant must be attached with the tender document.
5. Copy of Income Tax return for the assessment year i.e.2015-16 and 2016-2017 should be attached.
6. Certified copy of PAN card shall be attached with the Bid document.
7. The Firm/Agency (not individual) should be **registered with Service Tax Authority**. Copy of the registrations shall be attached.
8. The Firm/Agency must have a fleet of **minimum of 1vehicle under “C” segment and 3 vehicles under “B” segment** of commercial taxi registered in its own name/ Firm name. **A list of such vehicles containing Type of vehicle (C/B Segment), Make & Model, and type of fuel and date of registration with attested copy RCs** should be attached with the bid. UIDAI, RO Guwahati may ask the Firm/Agency to produce the original Registration Certificates at the time of examination of technical bid.
9. Self-Certificate (As per format–B) that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks, etc. should be attached.
- 10.If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be rejected and EMD/Performance security will be forfeited.

Section-IV - CRITERIA FOR EVALUATION OF TENDER

1. Envelope containing Tender fee & EMD will be opened on the specified date and time in the presence of bidder's authorized representatives (one from each bidder) who wish to be present. Further technical bid of those bidders who's **EMD/ Tender fee** is found in order shall be opened in the same session. Bids not accompanying with the prescribed EMD/ Tender fee will be rejected.
2. The Tender Evaluation Committee (TEC) would scrutinize the bids with respect to the eligibility conditions specified in the tender documents, may call for additional information from the bidders. Additional information if called for, must be submitted in the time period given by the TEC, failing which the bid shall be rejected.
3. Finally, financial bid shall be opened only for the technically qualified bidders on a date and time duly notified and in the presence of the bidders' authorized representatives who wish to be present. The rates quoted by various bidders shall be read out in this session if so desired by the authorized representatives. The financial bids shall be evaluated by a duly constituted Financial Evaluation Committee (FEC).
4. The tender will be evaluated and awarded accordingly to the successful bidders.
 - I. 01 Vehicle of “**C-Segment**” (Like Skoda- Rapid/Volkswagen-Vento/Maruti–Ciaz/Honda City or equivalent)
 - II. 03(**Three**) vehicles of “**B-Segment**” (Like Maruti-Swift Dzire/TATA Indigo /TATA Manza/TATA Zest or equivalent)
5. In order to have a single rate index for evaluating and comparing the tenders of different bidders for different options i.e. Monthly, Daily and outstation, the UIDAI, R.O, Guwahati has assigned weightage to each option on the basis of the estimation of the share of the vehicles required in each segment and other parameters. Accordingly, the following formula will be used to arrive at a single figure:

“C” segment (Consolidated Rate Index):

At this stage the rates for all the three options(monthly, daily and Outstation) including rate for extra Kilometers, extra Hour and night halt shall be used to compute the aggregate index. The formula for this one will be as below:

Note-Assumptions for evaluation purpose only,

- (i) Monthly Option: - 100 km as extra Kms, 20 hrs as extra hrs and one night halt have been taken into account.
- (ii) Daily Option: - 20 km and 2 hrs have been taken into account as Extra Km and Extra Hrs respectively.
- (iii) Outstation Option: - 250 Kms running per day and one Night halt.

Consolidated Rate Index (CRI) =

$$[\{M1 * (0.85)\} + \{D1 * (0.05)\} + \{O1 * (0.1)\}]$$

Where

Monthly options for “C-Segment” vehicles:

$$M1 = E + (100 \times G1) + (20 \times H1) + NM1$$

Daily options for “C” Segment Vehicles:

$$D1 = F + (20 \times G2) + (2 \times H2)$$

Outstation option for “C” segment Vehicles

$$O1 = 250 * J + NO1$$

Abbreviations:

“C-Segment” Vehicle Rates	
Monthly	E
Daily	F
Extra KM	G1, G2
Extra Hr.	H1, H2
Rate Per KM – Out Station	J
Night Halt Monthly	NM1
Night Halt Outstation	NO1

“B” segment (Consolidated Rate Index):

At this stage the rates for all the three options (monthly, daily and Outstation) including rate for extra Kilometer, extra Hour and night halt shall be used to compute the aggregate index. The formula for this one will be as below:

Note-Assumptions for evaluation purpose only,

- (i) Monthly Option: - 100 km as extra Kms, 20 hrs as extra hrs and one night halt have been taken into account.
- (ii) Daily Option: - 20 km and 2 hrs have been taken into account as Extra Km and Extra Hrs respectively.
- (iii) Outstation Option:- 250 Kms running per day and one Night halt.

Consolidated Rate Index (CRI) =

$$[\{M2 * (0.85)\} + \{D2 * (0.05)\} + \{O2 * (0.1)\}]$$

Where

Monthly options for “B-Segment” Vehicles:

$$M2 = P + (100 \times R1) + (20 \times S1) + NM2$$

Daily options for “B” Segment Vehicles:

$$D2 = Q + (20 \times R2) + (2 \times S2)$$

Outstation option for “C” segment Vehicles

$$O2 = 250 * T + NO2$$

Abbreviations:

“B-Segment” Vehicle Rates	
Monthly	P
Daily	Q
Extra Km	R1 & R2
Extra Hr.	S1 & S2
Rate per Km – Outstation	T
Night Halt Monthly	NM2
Night Halt Outstation	NO2

Note: Refer Finalized bid Proforma at Annexure-B

The contract may be awarded to the bidder whose **Overall Consolidated Rate Index (OCRI)** of **Annexure ‘B’** will be the lowest subject to fulfilment of all other conditions stipulated in the tender document. **Overall Consolidated Rate Index (OCRI) will be calculated** as below:

$$\text{OCRI} = \text{CRI of 1*C segment} + 3 * \text{CRI of B Segment}$$

- Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred for three years from bidding for future UIDAI, RO Guwahati tenders besides forfeiting the EMD.
- UIDAI, RO Guwahati reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders, of any obligation to

inform the affected Bidder or Bidders of the grounds for UIDAI, RO Guwahati action and without assigning any reasons.

8. The decision of UIDAI, RO Guwahati arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for UIDAI, R.O, Guwahati tenders in future for a period of at least three years.
9. When deemed necessary, UIDAI, RO Guwahati may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the tender submitted or price quoted. Also, it will not imply that bidder's bid has been selected for processing.
10. The contract shall commence from the date of signing the agreement (effective date) with the successful bidder. The contract will be initially for a period of one year which may be extended further for a period of two years on year to year basis if the performance /service is found satisfactory, depending on administrative convenience and requirement of UIDAI at the same rate, terms and conditions. The contract so awarded shall be terminated by the office of the Unique Identification Authority of India at any time with 30 (thirty) days notice without assigning any reasons thereof.

Section -V – GENERAL CONDITONS OF TENDER

The Bidder is required to submit written confirmation of his/her acceptance of the Conditions of the Tender mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. successful bidder in the Contract) as selected by the Purchaser (UIDAI, R.O, Guwahati). Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date and period of the Contract:** The contract shall come into effect on the date of signing the contract by both the parties (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract. The contract shall initially be effective for a period of one year, extendable to further two years on year to year basis, subject to satisfactory performance of the Firm/Agency (successful bidder).
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. **The provisions of “Arbitration and Conciliation Act 1996” shall be applicable.**
4. **Penalty for use of Undue influence:** The Firm/Agency (successful bidder) undertakes that he/she has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Purchaser (UIDAI, RO Guwahati) or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Firm/Agency (successful bidder) or any one employed by him or acting on his behalf (whether with or without the knowledge of the Firm/Agency (successful bidder)) or the commission of any offers by the Firm/Agency (successful bidder) or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Purchaser (UIDAI, R.O, Guwahati) to cancel the contract and all or any other contracts with the Firm/Agency (successful bidder) and recover from the Firm/Agency (successful bidder) the amount of any loss arising from such cancellation. A decision of the Purchaser (UIDAI, RO Guwahati) or his nominee to the effect that a breach of the undertaking had

been committed shall be final and binding on the Firm/Agency (successful bidder). Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Firm/Agency (successful bidder) towards any officer/employee of the Purchaser (UIDAI R.O, Guwahati) or to any other person in a position to influence any officer/employee of the Purchaser (UIDAI, R.O, Guwahati) for showing any favour in relation to this or any other contract, shall render the Firm/Agency (successful bidder) to such liability/ penalty as the Purchaser (UIDAI, R.O, Guwahati) may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Purchaser (UIDAI, R.O, Guwahati).

5. **Agents/Firm/Agency Commission:** The Firm/Agency (successful bidder) shall confirm and declare to the Purchaser (UIDAI, R.O, Guwahati) that the Firm/Agency (successful bidder) is the original Service provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Firm/Agency (successful bidder); nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Firm/Agency (successful bidder) agrees that if it is established at any time to the satisfaction of the Purchaser (UIDAI, R.O, Guwahati) that the present declaration is in any way incorrect or if at a later stage it is discovered by the Purchaser (UIDAI, R.O, Guwahati) that the Firm/Agency (successful bidder) has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Firm/Agency (successful bidder) will be liable to refund that amount to the Purchaser (UIDAI, R.O, Guwahati). The Firm/Agency (successful bidder) will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Purchaser (UIDAI, RO Guwahati) will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Firm/Agency (successful bidder) who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI, RO Guwahati) in terms of Contract along with interest at the rate of 2% per annum above the lending rate of GoI to States/UTs (Presently 8.75%). The Purchaser (UIDAI, RO Guwahati) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Purchaser (UIDAI, R.O, Guwahati) that the Firm/Agency (successful bidder) has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Firm/Agency Commission and penalty for use of undue influence, the Firm/Agency (successful bidder), on a specific request of the Purchaser (UIDAI, R.O, Guwahati), shall provide necessary information/ inspection of the relevant financial documents/ information.

7. **Non-disclosure of Contract documents**: Except with the written consent of the Purchaser (UIDAI, RO Guwahati)/ Firm/Agency (successful bidder), other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages**: In the event of the Firm/Agency (successful bidder)'s failure to submit the Bonds, Guarantees and Documents, supply the services and conduct trials, installation of equipment, training, etc as specified in this contract, the Purchaser (UIDAI, R.O, Guwahati) may, at his discretion, withhold any payment until the completion of the individual contract. The PURCHASER (UIDAI, RO Guwahati) may also deduct from the FIRM/AGENCY (SUCCESSFUL BIDDER) as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of total contract value. The LD cannot exceed the amount stipulated in the contract.

9. **Termination of Contract**: The Purchaser (UIDAI, R.O, Guwahati) shall have the right to terminate contract in part or in full in any of the following cases with 30 days notice in advance :-

- (a) The delivery of the services is delayed for causes not attributable to Force Majeure for more than one week after the scheduled date of delivery.
- (b) The Firm/Agency (successful bidder) is declared bankrupt or becomes insolvent.
- (c) The delivery of material / services is delayed due to causes of Force Majeure by more than two weeks provided Force Majeure clause is included in contract.
- (d) The Purchaser (UIDAI, RO Guwahati) has noticed that the Firm/Agency (successful bidder) has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.
- (f) The purchaser (UIDAI, RO Guwahati) is not satisfied with the performance of the Firm/Agency (successful bidders) or violation of the any of the terms and conditions of the contract.

10. **Notices**: Either party may serve a prior notice of not less than 30 days for termination of the contract. Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail/email, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Firm/Agency (successful bidder) has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
12. **Patents and other Industrial Property Rights:** The Firm/Agency (successful bidder) shall indemnify the Purchaser (UIDAI, RO Guwahati) against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Firm/Agency (successful bidder) shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.
13. **Amendments:** No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which explicitly states to amend the present Contract.
14. **Taxes and Duties** – The Contract is all inclusive
15. **Performance Guarantee:** The Firm/Agency (Successful Bidder) will be required to furnish a Performance Bank Guarantee by way of Bank Guarantee through a scheduled bank for a sum equal to 6 % of the Contract value within 30 days of signing of the contract valid for a period of 60 days beyond period of contract.
16. **Option Clause (where applicable):** UIDAI, RO Guwahati shall reserve the right to increase or decrease the services of original contracted quantity as per the actual requirement.
17. **Payment Terms**–Payment for providing Vehicles will be made on satisfactory performance upon completion of a calendar month on agreed price basis of the accepted bid price on submission of Bill/Invoice by successful bidder. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:
 - a) The payment to the service provider shall be made as per actual and not exceeding quoted price (supported by ECS statement duly verified by bank official).
 - b) The Firm/Agency (successful bidder) shall raise bill for the services provided for

a calendar month within seven working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released by due date.

- c) Bill should be submitted to the Administration Division, UIDAI, RO Guwahati.
- d) Payment from UIDAI, RO Guwahati shall be made by electronic fund transfer to the Firm /Agency's account by NEFT or RTGS for which purpose Firm/Agency is required to submit their complete bank details.
- e) Penalty would be in terms of part of the payment, which would be deducted and reflected in the respective month's payment.
- f) A certificate should be submitted regarding payment of all the taxes to the concerned authorities.

18. **Advance Payments:** No advance payment(s) will be made in any case whatsoever.

19. **Paying Authority:**

“UNIQUE IDENTIFICATION AUTHORITY OF INDIA, RO, Guwahati”

The payment of bills will be made on submission of the following documents, whichever applicable, by the Firm/Agency (successful bidder) to the Paying Authority along with the bill:

- i. Ink-signed copy of Commercial invoice/bill of Agency (successful bidder).
- ii. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- vi. Any other document / certificate that may be provided for in the contract.
- vii. User Acceptance, where applicable.

20. **Risk & Expense clause –**

Should the services or any installment thereof not be delivered within the time or time specified in the contract documents, or if defective delivery is made in respect of the services or any installment thereof, the Purchaser (UIDAI, R.O, Guwahati) shall, after granting the Firm/Agency (successful bidder) 05 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, declare the contract as cancelled either

wholly or to the extent of such default.

(b) Should the services or any installment thereof not performed in accordance with the specifications / parameters provided by the FIRM/AGENCY (SUCCESSFUL BIDDER) during the check proof tests to be done in the PURCHASER (UIDAI, RO Guwahati)'s premises, the PURCHASER (UIDAI, RO Guwahati) shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) Any excess of the purchase price or value of any Services procured from any other Firm/Agency as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the FIRM/AGENCY (SUCCESSFUL BIDDER). Such recoveries shall not exceed **10%** of the value of the contract.

21. **Force Majeure:**

Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within two weeks of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

Section –VI - TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will be initially valid for a period of one year and is likely to commence from the date of signing of the agreement (effective date) which may be extended for a further period of two years, on year to year basis, at the same rates and on the same terms and conditions depending upon the requirement and administrative convenience of UIDAI, R.O, Guwahati. The UIDAI, R.O, Guwahati however, reserves the right to terminate/curtail the contract at any time after giving 30 days notice to the selected service provider without assigning any reason.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority in UIDAI, RO Guwahati. The unsatisfactory service shall mean and include noncompliance and non-fulfillment of any of the contractual obligations by the service Provider and/or poor performance and violation of any of the terms and conditions of the tender. Contract and failure on its part to correct the discrepancies/shortcoming brought to its notice in writing by the competent authority of UIDAI, RO Guwahati.
3. Registered Taxis provided by the Contractor(s) should be in perfectly sound working condition and should have decent interiors with other necessary accessories as defined in the contract. Registration/make of Taxies supplied **shall not be older than 3 years as on date of** award of contract. The firm should specify the numbers of such vehicles enclosing copies of their RC in the name of the bidder/Firm. After the completion of the one year contract period the vehicles older than 3 years should be replaced.
4. The vehicles should require to be comprehensively insured in compliance of the provisions of **Motor Vehicle Act**.
5. The vehicles will have to be fitted /provided with the following additional accessories/utilities.
 - 5.1 Tool box & *Stepney*
 - 5.2 First aid box and torch
 - 5.3 Good and clean seat covers, floor mats, etc.
 - 5.4 Good Quality music system with AM/FM radio
 - 5.5 Tissue paper box
 - 5.6 Mobile charging facility in the car
 - 5.7 Seat Belts (Front & Rear)
 - 5.8 Umbrella during Monsoon
6. Firms/Agency should have sufficient numbers of drivers having experience of driving in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura .

7. Only such firms/ individuals may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by the Office of the Unique Identification Authority of India.
8. The Monthly hired vehicle can be used for travel to outstation anywhere in the geographical jurisdiction of UIDAI Regional Office Guwahati i.e. in . Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura .
9. The firm/agency should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
10. Each driver employed by the firm must have a cell-phone duly activated.
11. Each driver should wear uniform while on duty.
12. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
13. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Unique Identification Authority of India. No driver should be changed unless the user officers to whom the driver reports is apprised.
14. The firm should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India.
15. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura will be provided to the Unique Identification Authority of India.
16. The Agency/Firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office and also provide the complete details of the relationship manager who would be responsible to take care of UIDAI, RO Guwahati requirement/account.
17. The Agency/Firm should have a provision to take bookings 24 x 7
18. The firm/agency should be experienced in providing fleets for events, delegations, meetings and conferences etc.
19. "Full Day" would imply a run of the Taxi up to 100 Kms and 12 hours duration.
20. "Full month" would imply 25 days, 2000 Kms and duty up to 300 hours.
21. Any overtime arising due to breakdown of vehicle supplied by Firm/Agency shall be on his account and shall not be charged to UIDAI, RO Guwahati.
22. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned users/officers in UIDAI, RO Guwahati regularly for scrutiny.

23. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI, RO Guwahati will be imposed.
24. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
25. Once the hiring of vehicles commences from a particular Firm/Agency, the vehicles and drivers should not be changed unless so requested for by the UIDAI, RO Guwahati. The vehicle must be available at any time of days as desired by the UIDAI, RO Guwahati.
26. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
27. The liability of the UIDAI, RO Guwahati will be limited to the hiring charges agreed in the contract.
28. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI, RO Guwahati.
29. Actual parking charges/Toll charges/Ferry/Steamer charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
30. The Firm/Agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers employed by it. The tendering Firm/Agency will be fully responsible for payment of wages and to her dues and compliance of all Labour laws, welfare schemes applicable to the drivers deployed by them in UIDAI, RO Guwahati.
31. While the Unique Identification Authority of India has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
32. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be en-cashed.
33. The Bank Guarantee can be forfeited by order of the Competent Authority of Unique Identification Authority of India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by Unique Identification Authority of India as sufficient to cover any incorrect or excess payments made on the bills to

the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

34. In case of vehicle change more than once in a month in respect of a particular user/officer without prior permission of user/officer, amount equivalent to one day hiring charge (i.e.1/25th) will be deducted for each unauthorized change.
35. The successful bidder is expected to meet the requirement of vehicles on Daily hire option to UIDAI, RO Guwahati. Failure to provide the vehicles on request would amount to unsatisfactory rendering of service and such cases will be dealt as per the penalty clauses.
36. The whole responsibility of chauffeur, fuel and maintenance will be undertaken by the successful bidder at his/her own cost for which UIDAI, RO Guwahati will be paying monthly rental as agreed in the contract.
37. Successful Bidder is required to undertake and ensure complete preventive and breakdown maintenance of the vehicles as per Manufacturer's defined/recommended maintenance Schedule.
38. Successful bidder must ensure periodic replacement of Battery & Tyres as per Manufacturer's specifications.
39. The successful bidder shall be required to undertake complete management of an accident case including insurance settlements, claims process management and all activities associated thereto.

40. PENALTY CLAUSE:

Penalty will be levied, for the violation of terms & condition of the contract in the following manner:

S. No.	Problem	Penalty	Remarks
1	<p>Late Arrival</p> <ul style="list-style-type: none"> • By 30 Minutes • 30 Minutes and beyond and does not turn up 	<ul style="list-style-type: none"> • Rs. 100/- • Rs. 300/- 	<p>The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation in that case the amount paid by the user + daily charges on the pro rata basis + penalty will be deducted.</p>

2	<ul style="list-style-type: none"> • Failure to provide alternative arrangement within one hour of Vehicle Breakdown. • Failure to provide the vehicle for whole day in monthly option 	<ul style="list-style-type: none"> • Rs. 500/- • Rs. 500/- 	<p>The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence.</p> <p>If the contractor fails to meet this obligation in that case the amount paid by the user + daily charges on the pro rata basis + penalty will be deducted.</p>
3	Unclean vehicle or Seat Cover/ smell in vehicle	• Rs. 100/- on each occasion	The user officer should mention in log sheet or through written complaint to DD (Admn.) UIDAI RO Guwahati.
4	Change of Vehicle/Driver without prior intimation of UIDAI RO Guwahati & officers to whom vehicle is attached	Rs. 100/-	<ul style="list-style-type: none"> • On each occasion Removal of driver and/or • Vehicle from the fleet on more than three instances
5	Driver's behaviour and poor knowledge about route of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura states.	Rs. 100/- per day	Driver to be changed by contractor
6	Failure to provide vehicle on daily basis/ On request	Rs. 1000/-	On each occasion
7	Driver's Misbehaviour such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant	Immediate replacement of Driver	

41. Terms of payment:

- i. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- ii. All payments shall be made by ECS / e-payment only.
- iii. Office of the Unique Identification Authority of India, R.O, Guwahati shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.
- iv. The term “payment” mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract payments, subject to Tax Deduction at Source (TDS) shall be processed on submission of the complete documents.
- v. Duly signed bills in triplicate shall be submitted along with the daily log book/duly slips of Taxi/car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill.
- vi. Bills for supply of vehicles for a month along with certificate/log sheet of the number of hours and the mileage (Kms run during the month by the official) will be submitted by 7th of the following month to the Deputy Director (Admin), UIDAI, R.O, Guwahati or any other officer authorized for this purpose by the competent authority, for payment.
- vii. The payment for extra days beyond 25 days (for monthly option) will be based on the average of rates quoted by all valid Bidders for daily option for similar category of vehicles, if the quoted rate of the L1 Bidder is higher than the average of quoted rates of all the valid Bidders. In case the quoted rate of L1 is lower, then payment will be made on the quoted rate.
- viii. The payment for extra km beyond 2000km and extra hour beyond 300 hrs will be based on the average of all the quoted rates of valid bidders against these items, if the quoted rate of the L1 bidder is higher than the average of quoted rates of all the valid bidders. In case the quoted rate of L1 tender is lower, then payment will be made on the quoted rate.

42. Compensation/recovery:

1. Compensation/recovery clause on account of variation in fuel prices on quarterly basis: -To take care of price variation in fuel (Diesel), the price compensation/recovery will be as per the following formula:

$$\% \text{ compensation/recovery} = (F1/F0-1) *100*0.20$$

- Where F1 is the minimum price of diesel cost during the month to which the bill will relate.
- F0 is diesel cost; as on the Tender opening date.
- -/+ indicates recovery and compensation respectively.
- % compensation/recovery will be on the accepted rates for “C” and “B” segments of vehicles indicated.

(Note: If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the Bill)

2. The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on a monthly basis by 20th of the following month. This supplementary bill is to be supported with proof of fuel price prevailing on the 1st of month for which the bill pertains.

43. Rollover of unused Kilometers

Shortage in utilizing the contractual 2000 Kms per month in any particular month for any vehicle will be adjusted beyond 2000 kms run per month over a period of subsequent six months against any of the vehicle of same segment but within the contract period.

ANNEXURE-A

Checklist of Documents / Supporting documents to be enclosed for technical eligibility

S. No.	Particulars	Whether Enclosed (Y/N)
1.	Signed and Scanned copy of the Demand Draft /Pay Order on account of bid document fee (Rs.100) . Demand Draft/ Pay Order is to be sent in Original	
2	Signed and Scanned copy of the Demand Draft / Pay order of EMD (Rs 50,000) Demand Draft/ Pay order is to be sent in Original	
2	Nature of the concern: (i.e. Proprietor or Partnership of firm etc). In case of Partnership firm signed and scanned copy of the partnership agreement is to be attached	
3	In case Partnership firm, signed and scanned copy of Power of attorney to sign the bid document is to be attached.	
5	Signed and Scanned copy of certificate of Registration. of the Firm/ Agency.	
6	Signed and Scanned copy of certificate of Service Registration	
7	The bidder should have minimum three years experience of satisfactory performance in providing taxi services to any Govt. Deptt. /PSU/ banks or reputed Pvt. Ltd. Co. /firm in any of the last three years (2014-15, 2015-16 and 2016-17). A Signed and Scanned copy of the satisfactory certificate from the Authorized person should be attached.(Formate-A)	
8	Signed and Scanned copy of Income Tax Return for the Assessment Year 2015-16 and 2016-17.	
9	Signed and Scanned copy of Self Certificate for Non Blacklisting in Format B. Original document is to be sent.	
10	Signed and Scanned copy of Details of Taxies as per Format C & D along with the copy of Registration certificates. Vehicles should be registered in his own name / Firm name.	
11	Signed and Scanned copy of PAN card.	
12	Financial Annual turnover of Rs 10 lac in supplying taxies to any Govt. Deptt. / PSU/ banks or reputed Pvt. Ltd. Co. / firm, in any of the two financial years during the last three financial years i.e. 2014-15, 2015-16& 2016-17. A copy of turnover statement duly certified by a Chartered Accountant must be attached with the tender document.	

DECLARATION

1. I, _____ son / Daughter / Wife of Shri _____ proprietor / Director / Authorized signatory of the firm / Agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the act that furnishing of any false information / fabricated document would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place:

SEAL

ANNEXURE – B (4 pages)

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA REGIONAL OFFICE,
GUWAHATI PROFORMA FOR FINANCIAL BID**

Name of the Firm / Agency:

Vehicle of “C”- Segment (Like Skoda – Rapid/ Volkswagen – Vento/ Honda City or equivalent)

a. Monthly Option (M1): Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges and ferry/ Steamer charges) for taxies on monthly basis:-

			1	2	3	4
Category	Make/ Model	Fuel	Rate for 25 days, 2000 Kms and duty upto 300 hrs in a month (in Rs.)	Rate for each KM run beyond 2000 Kms (in Rs.)	Rate for Each extra hour beyond 300 Hrs (in Rs.)	Rate for each Night halt on outstation visit (in Rs.)
“C” segment	Like Skoda Rapid/ Volkswagen Vento/ Ciaz/ Honda City or equivalent		E=	G1=	H1=	NM1=
		Diesel				

b. Daily option (D1): Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges and ferry/ Steamer charges) for Taxis indicated below:

			1	2	3
Category	Make/ Model	Fuel	Rate for full day (12 Hrs and 100 Kms (in Rs.)	Rate for each extra km run beyond 100 Kms (in Rs.)	Rate for each extra hour beyond 12 Hrs (in Rs.)
“C” Segment	Like Skoda Rapid/ Volkswagen Vento/ Ciaz/ Honda City or equivalent		F=	G2=	H2=
		Diesel			

**Signature of the Bidder: (with stamp of the firm)
Name of Authorized Signatory: Seal**

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REGIONAL OFFICE, GUWAHATI PROFORMA
FOR FINANCIAL BID

c. Out station option(O1) : Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges and Ferry/Steamer charges) for Taxis indicated below:

			1	2
Category	Make/ Model	Fuel	Rate for out station per km (in Rs.)	Night Charges (in Rs.)
“C” Segment	Like Skoda Rapid/ Volkswagen Vento/ Honda City or equivalent		J=	NO1=
		Diesel		

Signature of the Bidder: (with stamp of the firm)
Name of Authorized Signatory: Seal

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FOR FINANCIAL BID

Name of the Firm / Agency :

Vehicle of “B”- Segment (Like Maruti-Swift Dzire/ TATA Indigo /TATA Manza/
TATA Zest or equivalent)

a. Monthly Option (M2): Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for taxis on monthly basis:-

			1	2	3	4
Category	Make/ Model	Fuel	Rate for 25 days, 2000 Km and duty upto 300 Hrs in a month (in Rs.)	Rate for each KM run beyond 2000 Kms (@ per Km)	Rate for each Extra hour beyond 300 Hrs (@ per Hr)	Rate for each Night Halt for outstation visit (In Rs.)
“B” Segment	Like Maruti-Swift Dzire/ TATA Indigo /TATA Manza/ TATA Zest or equivalent)		P=	R1=	S1=	NM2=
		Diesel				

b. Daily option (D2): Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges) for Taxis indicated below:

			1	2	3
Category	Make/ Model	Fuel	Rate for full day (12 Hrs. and 100 Km) (in Rs.)	Rate for each extra Km run beyond 100 Km (in Rs.)	Rate for each extra hour beyond 12 Hrs. (in Rs.)
“B” Segment	Like Maruti-Swift Dzire/ TATA Indigo /TATA Manza/ TATA Zest or equivalent)		Q=	R2=	S2=
		Diesel			

Signature of the Bidder: (with stamp of the firm)
Name of Authorized Signatory: Seal

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PROFORMA FOR FINANCIAL BID

- c. Out station option (O2):** Rates per vehicle (inclusive of all taxes and levies except service tax and parking, toll charges and Ferry/ Steamer charges) for Taxis indicated below:

Category	Make/ Model	Fuel	1 Rate for Out Station per Km (in Rs.)	2 Night Halt Charges (in Rs.)
“B” Segment	Like Maruti-Swift Dzire/ TATA Indigo /TATA Manza/		T=	NO2=
		Diesel		

Signature of the Bidder: (with stamp of the firm)
Name of Authorized Signatory: Seal

FORMAT – “A”

Details of major contracts with Central Government / State Government / PSUs / Reputed Private Firms handled by the tendering Firm / Agency for providing hiring of Vehicles during the last three years in the following format (Signed copies of the satisfactory certificate from the authorized person of last three years may be attached):

Sr. No.	Detail of Client along with Address, Telephone Number	Amount of Contract (Per Annum)	Duration of Contract	
			From	To
1				
2				
3				

Signature of Bidder: (with Stamps of the firm)
Name of the Authorized Signatory: SEAL

(On Letterhead of the Firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s (Name & Address of the firm) is neither blacklisted by any government department nor any criminal case is registered against the firm.

Name & Signature of Proprietor / Authorized Signatory

Details of Taxis / Cars – minimum 01 Vehicles of “C”- Segment registered in bidders own name:-

S.No			
Engine CC			
Registration Certificate			
Make			
Model			
Year			
Fuel Type(Diesel)			
Photocopy of RC copy attached (Yes/No). If Yes, Please mention Page No.			

Signature of Bidder: (with Stamps of the firm)
Name of the Authorized Signatory: SEAL

FORMAT – “D”

Details of Taxis / Cars – minimum 03 Vehicles of “B”- Segment
registered in bidders own name:-

S.No			
Engine CC			
Registration Certificate			
Make			
Model			
Year			
Fuel Type(Diesel)			
Photocopy of RC copy attached (Yes/ No). If Yes, Please mention Page No.			

Signature of Bidder: (with Stamps of the firm)
Name of the Authorized Signatory: SEAL

AUTHORIZATION FOR ATTENDING BID OPENING

**Subject: Authorization for attending bid opening on _____
(Date) in the tender of**

The following person is hereby Authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below:-

Name of the Authorized representative/Specimen Signature

Signatures of bidder or
Officer Authorized to sign the bid documents on behalf of the bidder.

NOTE:

1. Only Authorized representatives will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.